


## Loading Courses into MCIS

1. Login to MCIS at: <http://mtcis.intocareers.org> using your school's username and the Administration Tools password. If you do not know what it is please call 1-800-541-3904 and ask for Donetta Clark or Shaunda Hildebrand.
2. Select "Course Planner Editor".
3. Select "Export/Import Courses".
4. Follow the instructions on the page:

1. Export Template for Courses:

- Select **Export Template** on the left sidebar menu.
- Select export option (blank template or state default courses).
- Click the "Export Template" button to export an Excel template file.
- Modify the Courses worksheet so it includes all the courses for your site.
  - Column 1, **Subject**, has a drop-down menu of subject titles. The subject titles are defined by your state and are not changeable. Select the subject title for each row. Entering a subject that is not a state-defined subject will cause an import error.
  - Column 2, **Course**, is a text box. Enter or cut-and-paste the titles of your courses (up to 150 characters). A maximum of 50 characters will display in the student's Course Plan.
  - Column 3, **SpecialNotes**, is a text box. Enter special notes for your courses (up to 100 characters). A maximum of 50 characters will display in the student's Course Plan.
- DO NOT delete or rearrange the columns. Use plain text (no bold, italics, etc.) with no line breaks for your entries.
- Save the file as an Excel spreadsheet on your desktop.

2. Importing Courses - Trial Run:

- Select **Import Courses** on the left sidebar menu.
- Click the "Browse" button to select the Excel spreadsheet you saved on your desktop.
- Any existing courses will be deleted. Be sure the Excel spreadsheet has a complete list of your courses (not just updates).
- Check the "Trial Run" checkbox if you want to make sure you do not have any mistakes. The trial run will list any formatting errors and will give you a preview of the order in which each course will display and allow you to make changes to the spreadsheet before importing it.
- Click on "Import Courses" button.
- Check the Processing Status and Review Table results for any errors or problems with your spreadsheet. For the Review Table status codes, see the list of  [Status Codes](#).

3. Import Courses:

- Repeat step 2, but uncheck the "Trial Run" checkbox.
- If one or more records fail validation (error in Status column), no courses will be imported.